Venue Operator Guide

● Room reservation intake process
  ○ Initial request submitted
  ○ Collect necessary event details
    ■ Department/UW Group
    ■ Number of people attending
    ■ Onsite contact
    ■ Event time, setup time, tear down time
    ■ AV equipment
    ■ Type of event
    ■ Budget/payment information
  ○ Submit applicable campus forms (listed below)
  ○ Final changes submitted
    ■ Required (X) weeks/days prior to event

● Venue policies
  ○ Food/drink/alcohol permitted?
    ■ Meal service, light refreshments etc.
    ■ Lobby space outside of rooms?
  ○ Pricing plan
    ■ UW affiliate vs. Off Campus
  ○ Cancellation policies
    ■ Charges?
    ■ How many days in advance?

● Campus forms
  ○ UUF
    ■ Clients expecting off-campus guests or events organized by off-campus groups require this form
    ■ The sponsor cannot be the venue
    ■ It is the responsibility of the client to find a sponsor
  ○ ASR
    ■ Does not require a sponsor unless event is organized by students
  ○ Food Permit
    ■ Required unless client is using Bay Laurel or serving pre packaged food
  ○ Facilities - FS Works
  ○ UW recycle - extra compost, recycle, garbage toters
  ○ UWPD

● Building information
  ○ Building coordinator communication
    ■ Exterior door access
    ■ Brass key access, CAAMS access etc.
  ○ Established building hours
    ■ Weekday
    ■ Weekends
- **Breaks**
  - Lobby spaces
    - Can clients reserve a space outside of their room for food service, promotional materials etc.
  - What times can courses take place?

- **Communities to join**
  - Venue Operators chat on Microsoft Teams
  - Event Managers mailman
  - Venue Operators monthly meetings
    - Organized by Shalom Murphy
  - Transportation services pricing notifications